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ABSTRACT

Following the introductory section, which discusses various aspects of the Job Corps Program and the Job Corps Curriculum, this guide describes educational materials that the Job Corps Program considers useful in developing basic reading, mathematic, and related skills. Materials for the two curriculum areas, reading and mathematics, are described in separate sections. Each entry includes a brief summary of how the material(s) should be used (some are instructional sets), how many separate materials are included, price, and publisher. The complete names and addresses of publishers are appended. (SH)

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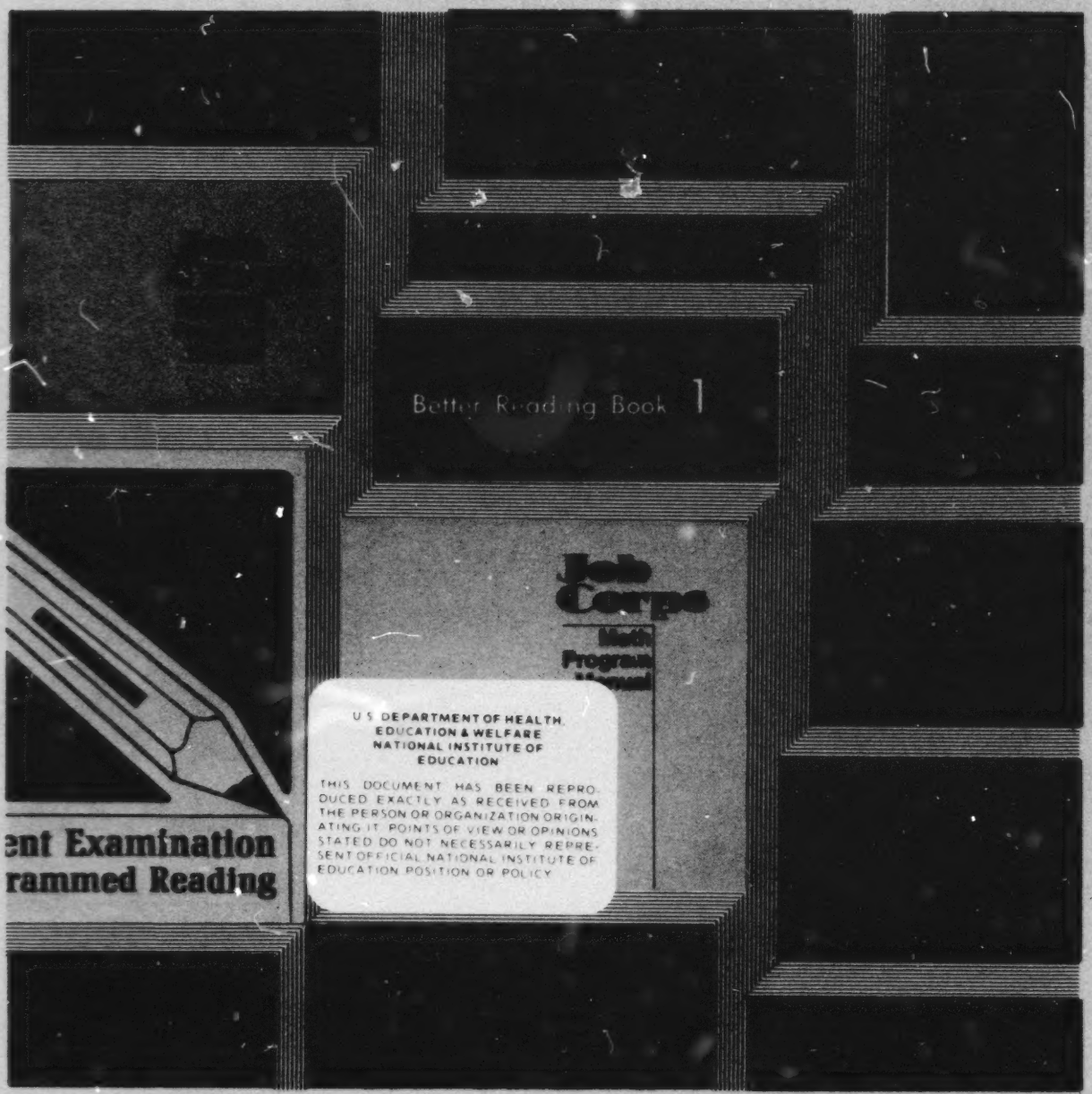
Educational Materials That Work

U.S. Department of Labor
Employment and Training Administration
May 1976


Better Reading Book 1
Job Corps
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PROVIDING EDUCATIONAL MATERIALS THAT WORK.

Providing educational programs that work is one of the basic challenges to the nation's schools and to its employment and training programs for youth and others with deficient basic skills to enable them to cope with modern society. The challenge is particularly difficult in the case of disadvantaged persons of any age. The Job Corps would like to help other organizations with educational and training missions to meet the challenge of providing educational programs that work with youth, disadvantaged persons, and others.

During the first decade of its existence, the Job Corps has developed a system of educational materials that work in developing basic reading, mathematics and related skills. The system has been applied not only to the Job Corps population of disadvantaged, mainly minority youth but has also been used in neighborhood youth educational programs and by a variety of educational institutions. It has been successful in enhancing the educational gains of such youth, and has been recommended for wider adoption.

Background on the educational gains achieved in Job Corps Centers is outlined in "The Job Corps, A Social Experiment that Works" by Sar A. Levitan and Benjamin H. Johnston, The Johns Hopkins University Press, Baltimore, Md. 21218 priced at $2.95.

The Job Corps Program

The Job Corps Program was designed to help youths who had benefited least from society's educational and training institutions.

The Job Corps Centers were to be experimental showcases of new techniques in teaching and training the disadvantaged, and were to provide living examples of how substantial educational and social investments could rescue individuals from the "cycle of poverty".

The Job Corps Population

The average enrollee has tested between fifth and sixth grade level in both math and reading since the inception of the Job Corps. Clearly the average enrollee needed additional education if he or she was to find employment above the level of unskilled laborers. The real question centered on how to effect enough change in the half year or less that most youths spent in the program.

The Educational and Motivational Challenge

The Job Corps would have been a crash program even if enrollees stayed for the originally envisioned year or more. Some observers felt that the educational challenge was not to make enrollees literate enough to grasp the more technical areas of vocational training, but to impress upon them that they were capable of learning.

Most enrollees were school dropouts and had little patience with any educational process reminiscent of the long, unfocused years spent in public school systems. They had to be made to feel that they were learning as rapidly as possible.

Unfortunately, this was a tremendously difficult task. Making basic education seem relevant is even harder than making it interesting. Much repetition is required to pound the necessary fundamentals of language and mathematics into even the most receptive heads.

The Job Corps Response

The Job Corps basic education system attempts to deal with motivational problems as well as the scheduling problems created by the constant turnover that plagued the program and by the wide range of ability and attainment of enrollees. Both problems precluded traditional lock-step educational techniques predicated on a simultaneous enrollment predetermined schedule, and group homogeneity. The Job Corps solution to all these problems was a "unit system of instruction" in which each course of study was broken down into a maximum number of individual lessons. These were geared to the common denominator judged appropriate for highly disadvantaged students.

In theory, every Job Corps enrollee should be capable of mastering these carefully delineated sequential steps, although the actual rate of progress through the sequence itself might vary tremendously. Slow and quick students alike should benefit from the feeling of forward movement engendered by progress in small but measurable increments, and since students could advance at their own speed, they would feel that they were improving as fast as possible. Individual progress was more readily evaluated and supplementary materials more easily inserted into the course of study. The entire program was open-ended; students could start or finish at any point, although specific "stepping-off" points were recommended, depending on an individual's vocational plans. Problems created by continual turnover thus, theoretically, were minimized, since no "class" schedules existed, only individual ones.

The Materials That Work and Where to Get Them

Contained in this booklet are the commercial and government printed educational materials that have been found to work within this system.

THE JOB CORPS CURRICULUM

Basic Education Program

The curriculum covers the general areas of reading, mathematics, and advanced general education that is preparation for the Advanced General Educational Development (GED).

Reading

The Reading Program is divided into three major sections as follows:

1. Beginning reading for students with skills in the 0-3.5 grade level range.

2. Intermediate or graded reading, with eight-sublevels for students with skills in the 3.5 - 7.5 grade level range.

3. Advanced reading, with seven sublevels, for students with skills above 7.5 grade level.

Students are placed in a section in accordance with scores made on a 13-minute preliminary placement test developed by Job Corps (referred to as RJS-1).

The major instructional materials are the Sullivan Associates' Programmed Reading Series, Books 1 to 14, for students in beginning reading.

The Graded Reading Program consists of several thousand reading selections from a number of sources. A Master Index has been developed which integrates these materials into a single system of eight levels. Each level is equivalent to a half school grade. Selections from this group are organized into areas such as science fiction, adventure, mystery, sports, hobbies, and jobs.

The Advanced Reading Program is used by students who have tested into the Advanced General Education (GED) Program by achieving RJS-1 scores between 21 and 25, or who have completed the Graded Reading Program. Advanced Reading need not be scheduled as a separate course; since it is used as an enrichment activity for GED students, it is convenient to have Advanced Reading conducted in the GED classroom.

Mathematics

The Mathematics Program follows a skill hierarchy from whole number operations through fractions, measurements, decimals and percentages to personal and consumer math. Diagnostic placement tests and unit tests permit individual placement, determine the instructional prescription, and assist progress monitoring.

The major instructional materials are the Sullivan Programmed Math for Adults, books 1-5, 7 and 8. These are accompanied by a workbook and word problem book at each level and by Job Corps developed supplements. These include a Measurement Laboratory, and a series of 3 minute 100 question speed checks.

Materials are integrated by means of checklists and unit and section tests. Also included are remedial strategies and references which teachers use to assist students who fail at any given point in the program.

All math materials are consumable and must be replaced for successive groups of students.

Advanced General Education (GED) Program

The GED curriculum was developed by Job Corps for preparing students to pass the high school equivalency exam. It follows a programmed format, allowing students to progress at their own speed. Instruction is offered in the five areas covered by GED-math, English literature, natural science, and social science.

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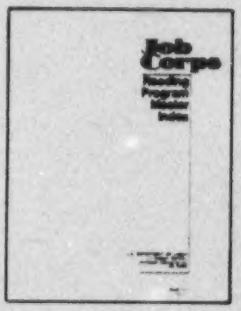
JOB CORPS

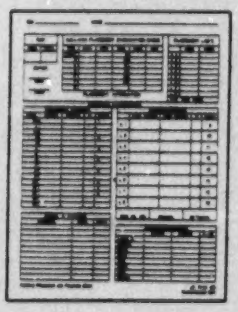
READING PROGRAM

Government Printed



Master Index for Graded Reading Selections, Rev.

The Master Index: Complete list of the selections used in this Graded Reading Program. (Contains a list of level A selections used in Beginning Reading, and another list of level 9 Advanced Reading Selections.) The stories are listed by level, within each level by topic, so that trainees can choose their reading according to their interests. $.46

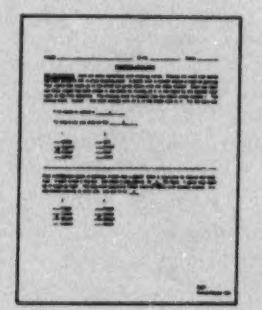


Reading Placement and Progress Chart Form 188

A form which is used to record each student's progress and placement in the Reading Program. $.01

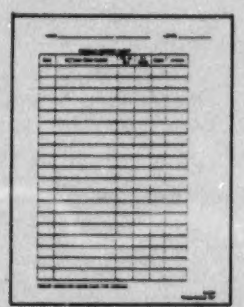
Job Corps Reading Program Manual PM 400-2 Rev.

A Teacher's manual with instructions for using Job Corps Reading Program. $1.88



Reading Screening Test RJSI Rev.

A thirteen minute test used for placing corps members in the Reading Program. $.02



Reading Record Sheet RJRRI Rev.

A sheet used by the Teacher to record each corpsmember fifth selection scores. It is also used by the corpsmember to record day- to-day work at the level assigned. $.02

Available from The Job Corps

THE BEGINNING READING PROGRAM

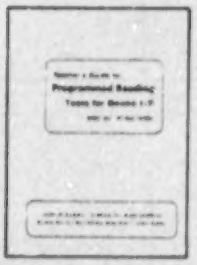
The Beginning Reading Program is intended to meet the needs of students with reading skills up to 3.5. The program is a totally individualized one in which the teacher is never directing a single study program for a whole class.

A major component of the Beginning Reading Program is Sullivan Associates' "Programmed Reading", Revised Edition published by McGraw Hill Book Company. "Programmed Reading" consists of a Pre-Reader, and 15 programmed reading books with correlated Teacher's Guides, Test Books, sound-symbol cards, and remedial exercises.

The "Programmed Reading" books have carefully controlled content in which new letters are introduced in a gradually expanding linguistic progression which assigns only one sound to each letter. The student masters each sound-symbol relationship before a new one is introduced. The vocabulary of each book builds upon that of the preceding one.

The publishers offer eight Teacher's Guides to go with the materials. These are:

a. Teacher's Guide to the Placement Examination (not used in Job Corps program)
b. Stage 1 - Teacher's Guide to Reading Readiness (not used in Job Corps program)
c. Stage 2 - Teacher's Guide to the PreReader (Job Corps uses this in modified form)
d. Teacher's Guide to Book 1 (Job Corps uses this in modified form. It is also a Teacher's Guide for Book 1A)
e. Teacher's Guide to Books 2-7 (Job Corps uses this in modified form)
f. Teacher's Guide to Programmed Reading Tests for Books 1-7 (the Final Examination for Series 1 is not used.)
g. Teacher's Guide to Books 8-14 (Job Corps uses this in modified form)
h. Teacher's Guide to Programmed Reading Tests for Books 8-14 (the Final Examination for Series 2 is not used.)

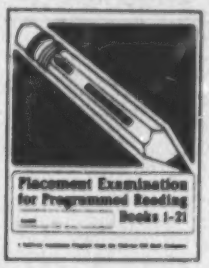


The Teacher's Guide to Programmed Reading Test Book Series 1 and 11 contains information which will help the teacher administer and evaluate test 1-7 and 8-14 of the Beginning Reading Program.

Series I	$1.28
Series II	$1.20

Teacher's Guide to the Pre-Reader	$ 5.66
Teacher's Guide to Programmed Reading Bk. 1	$12.51
Teacher's Guide to Programmed Reading Bks. 2-7	$12.51
Teacher's Guide to Programmed Reading Bks. 8-14	$ 7.38

The Teacher's Guides for the Programmed Reading Books include remedial exercises such as - Word discrimination and Dictation Exercises correlated to each unit of each book.



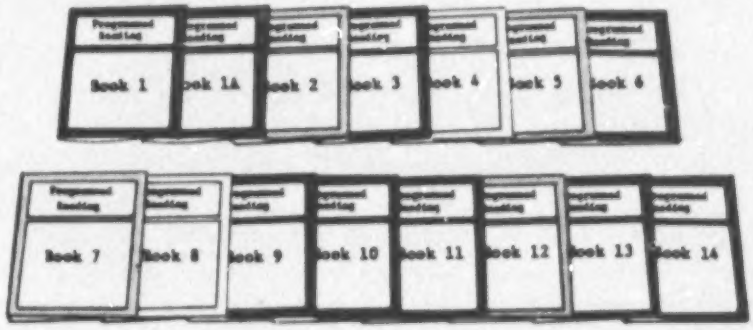
Beginning Reading Placement Exam, Rev.

The Sullivan Placement Examination is a commercially published paperbound leaflet containing a sample page and 22 tests. Only the sample page, the pre-reading test, and tests 1 through 14 are used in the Job Corps program. (Set of 30 $6.99).

Available from McGraw-Hill Book Company

PROGRAMMED READING

The Sullivan Programmed Reading series is a basic reading course, that offers a rapid and pleasant way for all students to learn to read and spell English. The books are classified according to reading difficulty.



The Pre-Reader	$ .98	Programmed Reading Book 7	$1.81
Programmed Reading Book	1.81	Programmed Reading Book 8	1.83
Programmed Reading Book 1A	1.79	Programmed Reading Book 9	1.83
Programmed Reading Book 2	1.83	Programmed Reading Book 10	1.83
Programmed Reading Book 3	1.82	Programmed Reading Book 11	1.83
Programmed Reading Book 4	1.82	Programmed Reading Book 12	1.82
Programmed Reading Book 5	1.81	Programmed Reading Book 13	1.82
Programmed Reading Book 6	1.81	Programmed Reading Book 14	1.81

Programmed Reading Test, Series I and Series II

The tests which accompany Series I and Series II of Programmed Reading provide the teacher with the following information: a record of each student's reading development; a measure of the extent to which the student has mastered the material in each book; a record of the student's cumulative knowledge of the material presented and, therefore, of his/her ability to read. Students must achieve a passing grade of 80 percent or better on each test before proceeding to next book. $1.29 each

Sound-Symbol Cards

The sound-symbol cards are used to introduce new sound relationships. Each card has a picture and a letter; the name of the picture suggests the sound of the letter. $3.75/set

Reading for Concepts (Books A,B,C)

Paperbound books having adult style and content, with comprehension and vocabulary exercises following each story. $2.24 each

Reading for Concepts Teacher's Guide (answer key)

The teacher's guide explains how to use books A, B,C, of the Reading for Concepts $1.01

Available from McGraw-Hill Book Company

Step Up Your Reading Power

This set contains large card selections, each with a story and a group of questions. The stories are untitled since one question always asks the trainee to choose a suitable title for the selections.

Step Up Your Reading Power, Level 1 $8.87

Step Up Your Reading Power, Level 2 $9.61

Step Up Your Reading Power, Level 3 $9.24

Step Up Your Reading Power, Level 4 $3.73

Step Up Your Reading Power, Level 5 $.74

Step Up Your Reading Power, Answer Key $1.13

The answer key contains all the answers for levels 1-5 of the Step Ups.

Available from McGraw-Hill Book Company

CONTROLLED READING

Controlled Reading Selection, ED 13 $4.19

Controlled Reading Selection, ED14 $.96

Controlled Reading Selection, ED15 $.96

Controlled Reading Questions & Key for ED 13 .....$3.18

Controlled Reading Questions & Key for ED14 .....$ .56

Controlled Reading Questions & Key for ED15 .....$ .56

These booklets contain questions and answers for Controlled Reading Selections number 13-15.

Controlled Reading

Controlled Reading D Study Guide ED19 $1.96
Controlled Reading E Study Guide ED20 $1.96
Controlled Reading F Study Guide ED21 $2.07
Controlled Reading GH Study Guide ED 22 $2.18
Controlled Reading HG Study Guide ED23 $2.23
Controlled Reading IJ Study Guide ED 24 $2.22
Controlled Reading JI Study Guide ED25 $2.23
Controlled Reading KL Study Guide ED26 $2.23
Controlled Reading LK Study Guide ED27 $2.36
Controlled Reading MN Study Guide ED28 $2.24

These guides contain information which help the teachers administer The Controlled Reading Study Program.

Available from McGraw-Hill Book Company

DIMENSIONS IN READING

Additional reading kits which can be used in conjunction with the Sullivan Reading Program are available from Science Research Associates, Inc.

Each kit focuses on a different interest area. High-interest reading selections present a variety of information, viewpoints, and writing styles on the major theme, and are accompanied by exercises to improve reading skills. Stories and exercises are graded in difficulty, so that students can read successfully from the start and progress to more challenging material as their reading ability grows.

WE ARE BLACK

Reading Level 2.0 - 6.0
Reading selections from books and periodicals are about blacks and for all students. Designed to improve reading skills and at the same time portray persons and events often neglected in traditional texts. Selections include high-interest biographies, anecdotes, and essays. Six reading levels, allow students to begin at their own levels, where they are assured success, and progress at their own pace. Selections vary from 300-900 words in length. A skill card for each selection has vocabulary and comprehension questions. The student book contains analytic questions, playlets, and poems by black writers. The Teacher's Handbook provides title and author indexes to reading selections, excerpts from literature by black authors, and kit instructions.

The kit contains 120 four-page reading selections, 120 Skill Cards, 40 Answer Key Booklets, 40 Student Books, and a Teacher's Handbook.

3-5280 We Are Black kit..... $72.30
3-5282 Additional Teacher's Handbook .64

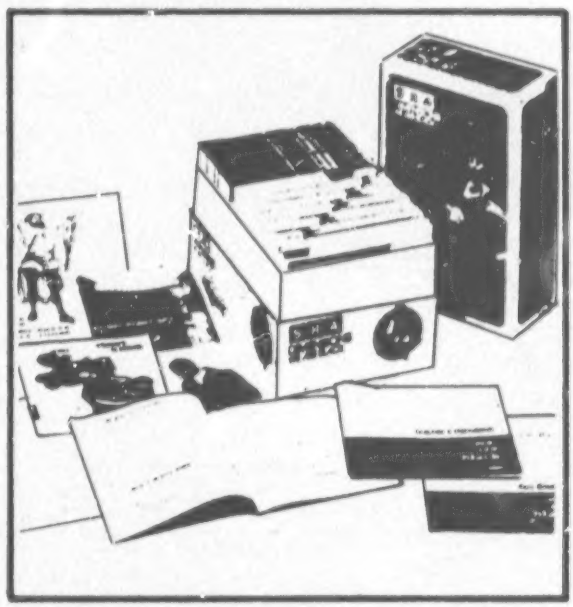
3-5297 Student Book
- 1-99 copies, each .46
- 100-999 copies, each .41
- 1000 or more copies .39

MANPOWER AND NATURAL RESOURCES

Reading Level 4.0 - 11.9
The basis of the program is to enrich basic reading or special training programs with reading selections from popular books and magazines. Selections, chosen for high-interest and information value, fall into three broad categories: (1) conservation and the skills involved; (2) discussion of natural history, geology, botony, zoology, meteorology, and minerology; and (3) occupational skills information useful to the welder, carpenter, telephone repairer, soil scientist, electrician, and others. Eight reading levels, allow students to begin at their own level, where they are assured success, and progress at their own pace. Comprehension questions follow each selection.

Students use Answer Key Booklets to check their own answers. The kit is made up of 300 four-page reading selections, 40 Answer Key Booklets, and a Teacher's Handbook.

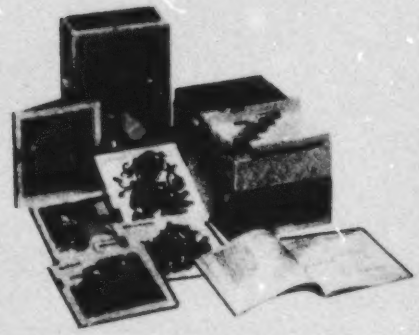
3-9500 Manpower and Natural Resources kit..... $99.95
3-9515 Additional Teacher's Handbook ..... .61



Available from Science Research Assoc., Inc.

AN AMERICAN ALBUM

Reading Level 3.0 - 8.9
The format of the American Album selections is identical to that of the Manpower and Natural Resources kit. Reading selections present an anecdotal history of America. Six reading levels, allow students to begin at their own level, where they are assured success, and progress at their own pace. Each story card has ten comprehension questions printed on it, and the answer key is a small leaflet. The kit is made up of 300 four-page reading selections, 40 Answer Key Booklets, and a Teacher's Handbook.



3-9550 An American Album..... $99.95
3-9562 Additional Teacher's Handbook
..... .61

Available from Science Research Assoc., Inc.

COUNTRIES AND CULTURES

Reading Level 4.5 - 9.5
This is a supplementary reading kit designed to widen horizons. As students read, they learn facts and gain insights into lifestyles, traditions, and attitudes in foreign countries. Six reading levels, allow students to begin at their own level, where they are assured success, and progress at their own pace. Comprehension exercises and analytical questions on a skill card accompany each reading selection. The Teacher's Handbook provides kit instructions, title and author indexes to reading selections and suggested classroom activities. The kit contains 120 four-page reading selections, 120 Skill Cards, 40 Answer Key Booklets, and a Teacher's Handbook.

3-5350 Countries and Cultures kit..$68.40
3-5352 Additional Teacher's Handbook
..... .64
3-5367 Student Book
1-99 copies, each .42
100-999 copies, each .38
1000 or more copies .36

Available from Science Research Assoc., Inc.

READING LABORATORY KIT 4a

Reading levels 5.0 - 14.0
The Reading Laboratory Kit 4a contains skill-building materials for individualized reading instruction. It provides for the many ability levels normally found in a classroom. It allows students to begin at their own level, where they are assured success, and progress as fast as their learning rate permits. Students work with reading selections and exercises, records responses in their Student Record Books, and correct their own work with only occasional teacher guidance and spot checks. Immediate feedback helps reinforce skills and point up weaknesses. Students record their performance on progress charts in Student Record Books, so that they are aware of their improvement.

Power Builders, 4-page reading selections, help develop vocabulary, comprehension, and word-attack skills. Each selection has a key card for students to check responses. Rate Builder timed exercises--cards with short reading selections and comprehension questions--help students develop speed and concentration. Students use Rate Builder Key Booklets for checking responses.

The set contains Power Builders, each with a key card; Teacher's Handbook, including Listening-Notetaking Skill Builders; Rate Builders and Rate Builder Key Booklet; Student Record Book.

3-2200 Reading Laboratory kit 4a (reading levels 8.0-14.0.....$99.95

3-2210 Student Record Book (1 per student) 1-99 copies, each 100-999 copies, each 1000 or more copies, each .....$ .66.

3-2220 Additional Teacher's Handbook $2.37

3-2290 Specimen Set ..... $4.05.

Available from Science Research Associates, Inc.

BETTER READING BOOKS

These books were designed to develop reading speed with comprehension. There are three 90-page books. Each contains 20 selections and has a different span of reading levels, ranging from 5.0 - 10.9.

The set contains a Better Reading Book and a Reading Progress Folder for each student, and an Instructor's Guide.

3-1351 Better Reading Book 1 (5.0 - 6.9 $4.14

3-1361 Better Reading Book 1 (7.0 - 8.9) $4.14.

3-1371 Better Reading Book 3 (9.0 - 10.9 $4.14

3-1368 Reading Progress Folder (1 per student), pkg. of 20. $4.89.

3-1367 Instructor's Guide. $ .78

3-1405 Specimen Set (Guide and Progress Folder, Better Reading Books 1, 2 and 3) $13.00

Available from Science Research Associates, Inc.

SPRINGBOARDS

Springboards is a high interest reading motivation program geared to a fourth through sixth grade reading level. Springboards are four-page pamphlets on interesting topics, many with an emphasis on the contributions of minority groups to our nation's heritage. Each pamphlet develops writing and vocabulary skills and ends with a quick self-test. Each Springboard program is boxed in a self-contained teaching kit.

Biography Kit

Outstanding personalities in nineteen and twentieth century American life, such as Frederick Douglass, Harriet Tubman, and Susan Anthony. 20 copies each of 17 titles, Teacher's Guide, Concept Chart, Textbook Reference Chart. Z022-5

Social Studies Kit

Covers such important Americans as John F. Kennedy, Abraham Lincoln, and Dwight D. Eisenhower, and historical events such as Pearl Harbor and Valley Forge. 20 copies each of 20 titles, Teacher's Guide, Concept Chart, Textbook Reference Chart. Z124-5

Science Kit

Stories of leading scientists and sports figures from Galileo to Casey Stengel and Satchel Paige demonstrate scientific principles. 20 copies each of 20 titles, Teacher's Guide, Concept Chart. Z209-5

Language Arts

Short stories and biographies of famous writers. Letters are included to teach grammar skills. 20 copies each of 17 titles, Teacher's Guide, Concept Chart. Z306-5

Fiction

Stories dealing with urban teen-ager's problems--drug addiction, social responsibility, getting a job, welfare. 20 copies each of 20 titles, Teacher's Guide. Z608-1

Each Kit $72.00
Replacement Kits: Individual Springboards titles in evenlopes of 20 each..... $ 4.50

Available from

Noble and Noble, Publishers, Inc.

NEW MODERN READING SKILL TEXTS

New Modern Reading Skilltexts sharpen each student's reading skills through exercises that strengthen the foundations of reading. They capture and hold student attention with reading selections that have been carefully chosen to interest students.

New Modern Reading Skilltexts consist of three books: Book 1 for grades 7-9, Book 2 for grades 8-10, Book 3 for grades 9-12.

Exercises in all three books reinforce the five essential reading-skills areas: understanding words, knowing facts, extending ideas, organizing ideas, and studying word structure.

The Diagnostic Reading Tests are provided in each student's book, one for use before beginning work in the Skilltext to measure reading strengths and weaknesses, and the other to measure student progress after using the Skilltext.

A Teacher's Edition is available for each of the books. It contains the special teaching plans, answers overprinted in color for quick identification, and guides for using and evaluating the Diagnostic Reading Tests.

New Modern Reading Skilltexts Series, each $1.35.

Teacher's Edition, each $1.50.

Available from Charles E. Merrill Publishing Co.

READING ATTAINMENT SYSTEMS 1 AND 2

One of the major problems facing education has been the need for reading materials for the more mature student reading below grade level. The Reading Attainment System has been designed to fulfill this need. The system has been developed through extensive research into the interests of older standards. The result is a broadly based program combining instruction in reading comprehension, vocabulary building, and a variety of word-attack skills--which will enable students not only to discover the enjoyment of reading, but also to acquire knowledge through reading, a necessary skill for functioning in our society.

Each set consists of 120 reading selections, which have been divided into color keyed groupings of 20 selections each. Each color group represents a slight increase in reading level over the preceding group. The first Reading Attainment System will take the student up to a Reading level equivalent to grade Level 4.5; System 2 continues to grade level 6.5.

Available from T.M.I. Grolier Inc. $51.52

SKILL BUILDERS

Skill Builders, Grades 1-9

Skill Builders consist of twenty-two colorful supplementary readers with correlated cassettes containing short high-interest selections, built-in follow-up exercises and imaginative dramatizations. Selections are short and exciting to keep and hold reader interest. Follow-up exercises in the Readers are completely self-directing, and are also available on spirit duplicating masters if desired. Answer keys are available for students--or teacher--use. Audio Lessons dramatize selections verbatim for read-along experiences, and provide guidance and immediate feed-back for follow-up activities. Grade level designation do not appear on the Readers themselves.

Advanced Skill Builders

For the advanced student, reading level 7-9, these books contain high-interest selections presented in a mature format. The exercises emphasize advanced skills. All components available individually or in boxed sets.

School Net Prices:

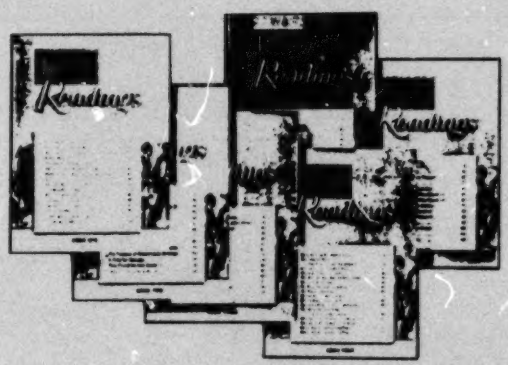
4 Skill Buiders, levels 1 and 1+ $.90 each.
15 Skill Builders (3 at each level 2-6) $1.14 each.
3 Advanced Skill Builders, levels 7-9, $1.50 each.
Audio Lessons, Comprehension Emphasis (12 at each level 1+-9) $39.60 per level.
Audio Lesson, Vocabulary Emphasis (6 at each level 2-6)$21.00 per level.

Duplicating Masters containing all exercises in Skill Builders, Levels 2-6 $13.50 per level.

Available from Reader's Digest

READER'S DIGEST READINGS

For students studying English as a second language. Six readers of informative high-interest content with vocabulary controlled to a three-level sequence.



500-word base		
Book 1	191	$.99
Book 2	192	$.99
1000-word base		
Book 3	193	$.99
Book 4	(out of print)	$.99
2000-word base		
Book 5	195	$.99
Book 6	196	$.99

ADULT READERS

The small paperbound books consist of adult interest material used in the graded reading program. Each book contains a number of stories at various levels. Questions are at the end of each story; only the objective type questions are used. Reading levels 1-6

Individual Readers:	
Workers in the Sky	$.30
"Send for Red"	$.30
Second Chance	$.30
Mystery of the Mountains	$.30

Available from Reader's Digest

LETTER WRITING KIT

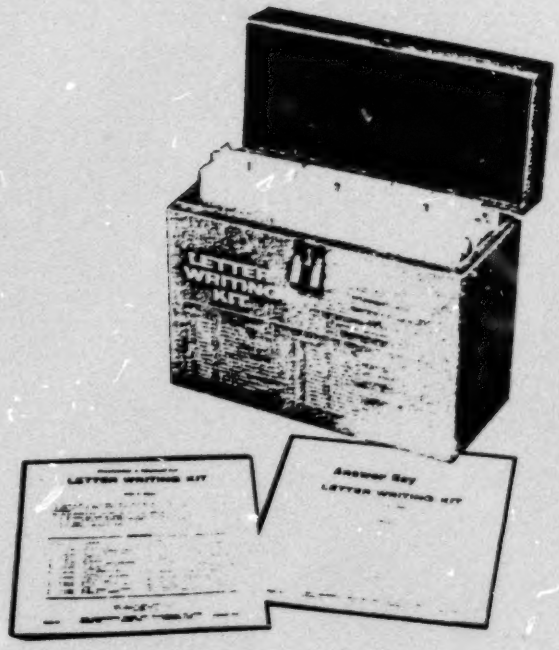
This program presents simple, easy-to-follow lessons for developing skills in writing friendly and business letters. The lessons are designed so that students can complete them independently and in consecutive order. However, the instructor has the option of pretesting students and assigning specific lessons for remediation in problem areas.

Special attention is given to the parts of a letter, correct form, proper addressing of letter and envelope capitalization and punctuation. Ample practice is provided for application and mastery of each letter writing skill. Also included is instruction in folding a letter according to the size of the paper and envelope.

After a lesson is completed, the student uses the Answer Key to check and correct his or her work. The instructor acts as a tutor, making sure the directions are understood, evaluating student progress, and giving help wherever needed.

Students using this program should be reading on a fourth-grade level.

The Kit contains: 30 self-instructional lessons on liquid duplicating masters, 30 file folders for convenient storage of the masters and run-off copies, 2 copies of the Instructor's Manual and 4 copies of the Answer Key.



Price for complete kit	$24.50
Price for Refill Masters	$ 7.50

Spanish-English Dictionary

The Spanish-English Dictionary is used to interpret Spanish words into English. ea. 69¢

Available from The Continental Press, Inc.

MOTT BOOK 160, WORD ATTACK SKILLS

This book offers a comprehensive review of phonics and syllabication, homonyms, and contractions. It is used to assist Graded Reading students whose word attack skills are limited.

Book 160 is both a student's workbook and a teacher's manual. The student's and teacher's pages are cued to each other by "key numbers". Students do not work alone in Mott Book 160. Personal oral tutoring is indispensible for teaching phonics. $2.65

Available from Allied Education Council

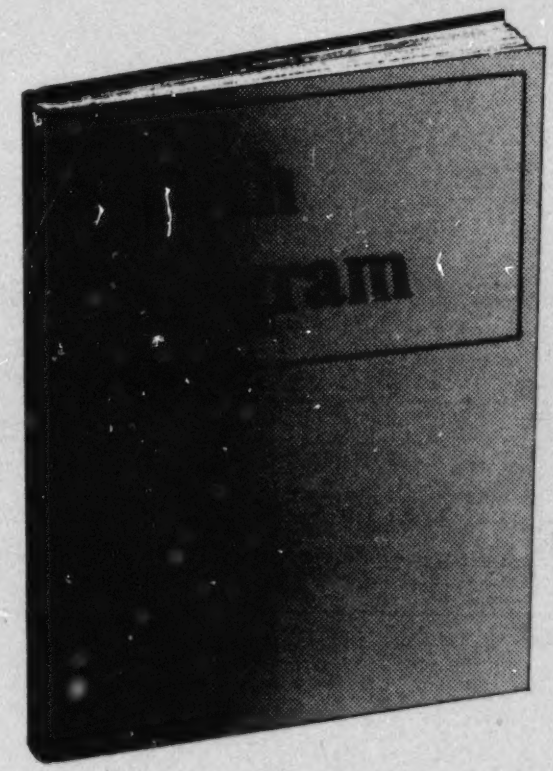
RECOMMENDED OPTIONAL MATERIALS FOR THE READING PROGRAM

Reading for Concepts Book D through H. Difficulty levels of these books correlate well with the lower levels of the Graded Reading Program. Available either hardbound or softbound from McGraw Hill Book Co., Commerce, Industry and Government Sales, 1221 Avenue of the Americas, New York, New York 10020.

Reading for Understanding kit of individualized reading selections. Like the Reading for Concepts Books above, these can be used conveniently in some remediation situations in Graded Reading. Available from SRA.

Scholastic Book Services offers a number of excellent paperbacks suitable for young people. They are very useful if you wish to add some variety to the Advanced Reading Program.

Collegiate Dictionaries, such as Webster's, are really essential for upper Graded Reading and Advanced Reading students. Available from many sources.



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The basic instructional material used for most of the Math Program is the series of self-instructional testbooks by Sullivan Assoc. "Programmed Math." The program uses ten programmed textbooks and seven corresponding problem books.

Sullivan Associates
Programmed Math

Addition	SA1
Advanced Addition	SA2
Subtraction	SA3
Multiplication	SA4
Division	SA5
Decimals	SA7
Measurement	SA8
Consumer Math	SA9
Personal Math	SA10
Advanced Personal Math	SA11
	$1.90 ea.

Note that the Sullivan Book 6 on fractions is not included. The Sullivan material on fractions has been revised by the Job Corps and is published in two books F5A/B and F5C.

Special Edition

Fractions: Add & Sub.	F5A/B
	$2.17
Fractions: Mult.& Div.	F5C
	$1.78

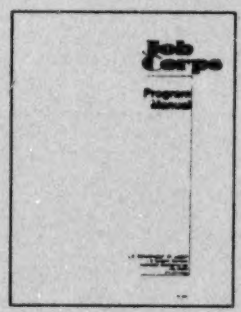
Sullivan Associates
Programmed Problems

Addition	SP1
Advanced Addition	SP2
Subtraction	SP3
Multiplication	SP4
Division	SP5
Decimals	SP7
Measurement	SP8
	$1.08 ea.

Available from McGraw-Hill Book Company

Job Corps Math Program Manual PM400-3

A Teacher's Manual with Instructions for using Job Corps Math Program. $3.93



Math Analysis MJSI. Forms A,B,C,D,E

Diagnostic Placement Test for all math skills $3.85/set

Whole Number Analysis MJS2. Forms A,B

Diagnostic Placement Test used if student scores 0-60 on the MJSI $3.87/set

Math Program Wall Chart

Flow Chart of the Math Program. $.14

Math Progress Record Folder JC51

File folder for a students records. $6.33/100

Available from The Job Corps

Diagnostic/Unit Tests, Forms 1,2,3,4 and 5 Sets

Set	1A	Stock #9492	$3.14
	1B	9493	3.19
	1C	9494	3.19
	1D	9495	3.19
	2A	9496	3.19
	2B	9497	3.17
	3A	9498	3.19
	3B	9499	3.17
	3C	9500	3.17
	4A	9501	3.17
	4B	9502	3.11
	5A	9503	3.17
	5B	9504	3.17
	5C	9505	3.17
	6A	9506	3.17
	6B	9507	3.17
	7A	9508	3.17
	7B	9509	3.16
	7C	9510	3.17
	7D	9511	3.17
	8A	9512	3.17
	8B	9513	3.17
	8C	9514	6.47

The foundation of the Job Corps math program (JCMP) is the set of Diagnostic/ Unit (D/U) tests. A student is placed in the first unit where a score of 80% is not achieved. After completing the work in the unit an alternate form of the D/U is taken. Students continue to work in the programmed texts and supplemental material for the unit until a score of 80% is achieved.

Speed Checks, Forms 1,2,3,4 and 5

Addition	Stock#9523	$1.14
Subtraction	9524	1.15
Multiplication	9525	1.12
Division	9526	1.14
Mixed Whole Nos.	9527	1.12
Measurement	9528	1.14
Conversion	9529	1.15

The purpose of the Speed Checks is to improve Math Fact Skills.

Section Tests Forms 1 and 2

Section 1	Stock #9515	$3.83
2	9516	3.14
3	9517	3.58
4	9518	3.17
5	9519	3.88
6	9520	2.62
7	9521	3.88
8	9522	3.88

These tests are designed to assess student short term recall of skills learned in the units of the section.

Unit Checklist

Unit 1A	Stock #9533	$ .92/pad
1B	9534	.92
1C	9535	.92
1D	9536	.92
2A	9537	.92
2B	9538	.92
3A	9539	.62
3B	9540	.92
3C	9541	.92
4A	9542	.92
4B	9543	.92
5A	9544	.62
5B	9545	.62
5C	9546	.62
6A	9547	.62
6B	9548	.62
7A	9549	.62
7B	9550	.92
7C	9551	.92
7D	9552	.92
8A	9553	.92
8B	9554	.92
8C	9555	.92

These are list of assignments for each unit that students can use as checklist for completions.

Available from The Job Corps

Job Corps Supplements

Addition Flash Cards	JCS 1A1	Stock	#9530	$1.09
Equations	1C1		9556	.07
Addition Equations, Adv.	1D1		9557	.07
Multiplication Flash Cards	3A1		9531	1.09
Measurement Exercises	6A1		9558	.08
Intro. to Decimals	7A1		9559	.08
Decimals, Add. & Sub.	7A2		9560	.12
Decimals, Comparison & Mult.	7B1		9561	.16
Decimals, Division	7C1		9562	.08
Percentages	7D1		9563	.23

These are Supplements developed by Job Corps for additional instruction.

Measurement Minilabs

Linear Measurement 1.1	Stock	#9564	$0.06
Linear Measurement 1.2		9565	.04
Square Measurement 2.1		9566	.10
Square Measurement 2.2		9567	.13
Dry & Liquid Measure 3.1		9568	.17
Cubic Measurement 4.1		9569	.18
Cubic Measurement 4.2		9570	.13
Angle Measurement 5.1		9571	.10
Precision Tools for Measure 6.1		9572	.10
Precision Tools for Measure 6.2		9573	.09
Office Practice Measure 7.1		9574	.18
Minilab Answer Key		9575	.18
Tutor Deck, JCMP		9576	10.12

The Measurement Laboratories are designed to improve the students skill in using measuring devices. Each minilab is one to four hour practical exercises consisting of a work book and, in most cases, one or more measuring devices. Minilab 3.1 is used in Home Ec., or Food Service classes; 6.1 and 6.2 Machine Shop; all others are self explanatory.

Available from The Job Corps

Computational Skills Development Kit

This kit helps students discover weaknesses and strengthen skills in addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents. Survey Tests reveal students' problem areas and direct them to Diagnostic Tests that lead to specific Exercise Cards. Additional help from Reference Cards. Progress Tests evaluate skill mastery for both student and teacher. This kit contains 16 pads of Diagnostic Tests (30 per pad), 397 Exercise Cards (165 original), 16 Reference Cards, a Teacher's Guide, and a Student Record Book.

3-3350 Computational Skills Development Kit $99.50.

3-3351 Student Record Book 1-99 copies .68 each, 100-999 copies .61 each, 1000 or more copies .58 each.

3-3352 Teacher's Guide 1.55

3-3365 Complete Set of Diagnostic Tests 12.25.

Available from Science Research Associates, Inc.

Continental Press Materials

Adventures in Numberland, Grade 3-1	$3.64/set
Adventures in Numberland, Grade 3-2	3.92
Building in Numberland, Grade 4-1	4.03
Building in Numberland, Grade 4-2	4.03
Using Numbers, Grade 5-1	4.03
Using Numbers, Grade 5-2	4.03
Mastering Numbers, Grade 6-1	4.03
Mastering Numbers, Grade 6-2	4.14
Junior High Arithmetic, Grade 7-1	4.60
Junior High Arithmetic, Grade 7-2	4.60
Junior High Arithmetic, Grade 8-1	4.60
Junior High Arithmetic, Grade 8-2	4.60
A New Look at Fractions Part 1	$ .41
Part 2	.41
Part 3	.41
A New Look at Percentages	.41

These Continental Press Materials are used for remedial and supplementary learning experiences.

Available from The Continental Press, Inc.

Milliken Publishing Co.

Arithmetic Exercises, Grade 4-1	$3.75/set
Arithmetic Exercises, Grade 4-2	3.75
Fraction Exercises, Grade 4-5	3.75

These Sets provide an effective means of reinforcing and reviewing basic skills being taught in Arithmetic Programs. The duplicating masters are designed as independent activities and require minimal supervision. Each book contains Teacher's Answer Sheet.

Available from Milliken Publishing Co.

General Education Program

This Job Corps Program, in addition to remedial and basic education, includes preparation for and administration of the American Council on Education's General Educational Development Test for high school equivalency.

This set is available from the Government Printing Office. The set includes 1 copy of the Teacher's Manual, Teacher's Answer Keys, Unit Test Book, Screening Test Book, Student Handbook, Student Answer Keys, and 124 Lesson Booklets. Components cannot be ordered separately.

1 1.58/2:43 GED Set	$51.20

Available from The Job Corps

Names and Addresses

Allied Education Council
P.O. Box 78
Galien, Michigan 49113
(616) 545-3345

The Continental Press, Inc.
Elizabeth Town, Pennsylvania 17022
(717) 367-1836

Milliken Publishing Co.
1100 Research Blvd.
St. Louis, Missouri 63132
(314) 991-4220

Charles E. Merrill Publishing Co.
1300 Alum Creek Dr.
Columbus, Ohio 43216
(614) 258-8441

Science Research Assoc., Inc.
Order Department
259 East Erie St.
Chicago, Illinois 60611
(3120 266-5375

Noble and Noble, Publishers, Inc.
1 Dag Hammarskjold Plaza
New York, New York 10017
(212) 832-7300

Reader's Digest Services, Inc.
Educational Division
Pleasantville, N.Y. 10570
(914) 769-7000

Grolier Education Corporation
845 3rd Avenue
New York, New York 10022

McGraw Hill Book Co.
Commerce, Industry & Government Sales
1221 Avenue of The America's
New York, New York
(212) 997-1221

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Job Corps
601 D Street, N.W.
Washington, D.C. 20213
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